

Newark -
Housing Authority -
Misc.

Various "orphan" pages

- 1950
- 1970
- 1971

SUMMARY OF INTERVIEWS AND APPLICATIONS.

Because of the tremendous backlog of applications that could not be filled, the Newark Housing Authority ceased taking applications for apartments from November 1948 to December 1949, unless there was an extreme emergency involved.

During the period between January 1, 1949 to December 31st, 1949 the Tenant Selection Department examined 4,234 cases. This number included interviews with applicants who filed in the past, and new emergency applicants.

Of the 4,234 interviews and applications, nearly 50% were cases in which veterans or servicemen were involved.

In January, 1950 the Tenant Selection Department again began taking new applications. There is a very small turnover in the tenants now residing in the low rent projects. At present there are approximately 21,000 applications now on file.

ANALYSIS OF NEW APPLICANTS FOR HOUSING - NEWARK HOUSING AUTHORITY - 1949

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
1. <u>VETERANS & SERVICEMEN</u>	366	310	566	474	1,716
Eligible	51	89	258	199	597
Non - Eligible	315	221	308	275	1,119
2. <u>CIVILIANS</u>	301	315	577	421	1,614
Eligible	30	24	126	73	253
Non - Eligible	271	281	451	348	1,361
Total Eligible	81	113	384	272	850
Total Non-Eligible	586	512	759	623	2,480
TOTAL FOR YEAR	667	625	1,143	895	3,330

ANALYSIS OF NEW APPLICANTS FOR HOUSING - N.H.A. PROJECTS 1st QUARTER 1950

		Percentage Eligible
1. <u>VETERANS & SERVICEMEN</u>		
Eligible	60	
Non-Eligible	518	10.4
TOTAL	578	
2. <u>CIVILIANS</u>		
Eligible	90	
Non-Eligible	652	12.1
TOTAL	742	

TOTAL New Applicants, 1st Quarter 1950 -- 1320

Eligible	150	
Non-Eligible	1,170	11.3

NEWARK HOUSING AUTHORITY AUTOMOTIVE FLEET AS OF
1/14/71

<u>Type Vehicle</u>	<u>Year & Make</u>	<u>Assigned to</u>	<u>N.J. Tag #</u>
Truck #1	1966 K Jeep	R. Baccaro	XD 9853
Truck #2	1966 K Jeep	F. Cicalese	XTZ 305
Truck #3	1961 GMC (ladder truck)	Electrician	XCX 789
Truck #4	1970 Chev. Van	E. Gunn(painter)	XAO 453
Truck #5	1962 GMC Dump	Masons	XFW 309
Truck #6	1966 K Jeep	P. Doherty(carp.)	XHP 375
Truck #7	1969 GMC (rack truck)	central storeroom	X7U 405
Truck #8	1967 GMC	central storeroom	X5D 209
Truck #9	1962 Dump	Masons	XDM 931
Truck #11	1964 Jeep	Electrician	XX2 767
Truck #12	1965 GMC Tank (refuse)	J. Aversano	X5C 851
Truck #14	1969 GMC pickup	N. Kacram(welder)	X7U 475
Truck #15	1955 Ply. Trailer	Central maint.	THD 685
Car #20	70 Ford Torino	W.T. Schmidt	CTL 720
Car #21	69 Ford	A. Rizzolo	PFT 594
Car #22	69 Ford	R. Bland	NLX 819
Car #23	65 Chev.	M. Jamieson	FLO 958
Car #24	71 Ply.	G. Cetrulo	FZU 198
Car #25	69 Ford	J. Moore	NLI 129
Car #26	69 Ply.	R. Notte	HKI 305
Car #27	71 Ply.	A. Petroszino	XXM 549
Car #28	66 Ply.	J. Lacken	KLC 474
Car #29	66 Ply. wagon	J. Garland	KLC 997
Car #30	69 Buick	J. Sivoletta	SVA 126
Car #31	70 Buick	A. Kelly	LSE 664
Car #32	67 Ply.	J. Garrett	LBK 408
Car #33	67 Buick	A. Walker	LZA 866
Car #34	67 Buick	N. Kabot	IGF 791
Car #35	69 Jeep wagon	J. Jones	PFS 761
Car #36	70 Chrysler	G. Rader	UDF 216
Car #38	69 Ford wagon	R. Marasco	PRA 878
Car #39	69 Chev.	G. Chranewycz	PRA 946
Car #40	69 Chev.	S. Dispenziere	PBS 931
Car #41	70 Chrysler	H. Hill	SUA 739

Recommendation - It is recommended that a chemical treatment boiler water service be considered for all boilers. Estimated cost: \$1500 per year.

5. Bathroom Towel Racks and Grab-bars - The expansion shields have begun to pull out of wire lath and plastered walls.

Recommendation - During the next dwelling unit annual inspection, particular attention should be directed to this item for service repairs.

6. Soda-acid Fire Extinguishers - It is noted that it has been over a year since these extinguishers were recharged.

Recommendation - The common practice is to empty and recharge all fire extinguishers each year and mark a card showing the date this work was accomplished. This should be done. Estimated cost: \$1,500.

7. Apartment Entrance Doors - Tenants complain about excessive drafts entering dwellings from public corridors.

Recommendation - It is recommended that consideration be given to installation of neoprene draft stops on the bottom of dwelling entrance doors and that doors be fitted to close tightly into door bucks.

8. Vacuum Pump Pit - The pump in the pit of Number 9 Summit Street is difficult to maintain.

Recommendation - It is suggested that costs be established for relocation of this duplex pump to grade of pump room for ease of maintenance accessibility.

9. Combining Maintenance Operations - The present maintenance operation at this project and the adjacent NJ 2-5 includes separate stock rooms, record files and staff supervision. Project records do not indicate the need for a full-time maintenance repairman, either for repairs or supervision. While only several central maintenance work orders (including preventive maintenance requests for oil burners and fuel oil systems servicing) are outstanding, several of these requests are seven to nine months old. The necessary follow up has been lacking.

Recommendation - It is urged that the maintenance staff at this and NJ 2-5 projects be combined to more effectively service the needs of both projects. Under one maintenance supervisor, stock and record-keeping duplication can be eliminated. Scheduling of work, follow up on needed work, and better supervision can be obtained.

LYNDON BAINES JOHNSON SENIOR CITIZENS HOUSING PROJECT

(NJ 2-22B)

Number of apartments: 250, comprised of two 14-story buildings.
EIOP: December 1967. Inspected January 18, 1971.

1. Building Exteriors - Balconies of dwellings in both buildings at top floors do not have canopies to protect and shade tenants during use. Absence of canopy cover is responsible for rain and snow infiltration into dwelling units. The other major deficiency is the fact that aluminum doors, being warped without full neoprene weather stripping, allow cold air infiltration into dwellings at many balconies. The "Alwinseal" double-hung aluminum windows do not close tightly at meeting rails and closure catches. As a result, considerable dust and air penetrate through closed sash into dwellings, to annoy tenants. Driving rain water penetrates masonry wall and caulking at windows, sills and balcony platforms on the top floor, causing corrosion of steel base molding. This condition is not evident at lower floors where there are covered balconies.

Recommendation - Consideration should be given to installing suitable canopies over all top-floor balconies. Estimated cost: \$16,000.

Warped aluminum balcony doors and window hardware that do not close because of defective meeting rails and weather stripping should either be repaired with full weather stripping or replaced with doors that close tightly against water and air infiltration. This construction deficiency should be accomplished by contractor at no expense to the Authority or with contract construction funds understood as being withheld by the Authority from the contractor.

2. Housekeeping - Janitorial services of building maintenance workers and laborers should include inside room cleaning and interior venetian blinds cleaning inside of the congregate rooms. The public corridors wall-mounted heat convectors should be vacuum cleaned, as dust is staining sand-finished walls above.
3. Boiler Equipment - The three International boilers should be equipped with an electronic thermostat control to shut off all oil burning equipment, should the combination McDonnell and Miller low-water cut out and pump float switch fail. This will protect boilers against burning up, due to "dry firing." Estimated cost: \$1,200)
4. Boiler Water Treatment - Butler de-scalers for internal waterside treatment for boilers do not prevent sludge formation, as dirty gauge glasses were observed.

PROCUREMENT AND SUPPLY MANAGEMENT

1. Finding - The Purchasing Department is headed by a Director, with a staff of 29 members, covering such functions as central purchasing, office supplies stores, printing, mail and messenger service, central maintenance material stores and deliveries.

There is a staff under the Assistant Executive Director for Development and Maintenance that also performs major contract functions for equipment and services. They cover the procurement of such items as ranges, refrigerators, fuel oil, etc. These contract documents are quite lengthy and include procurement "boiler plate" clauses that do not relate to engineering-type operations. For instance, the invitation to bid for refrigerators issued in December 1970 consisted of a bound document of 26 pages, of which only six pages pertained to technical specifications.

Recommendation - All procurement functions should be centralized under the Purchasing Department with Development and Maintenance staff furnishing only technical and quality-control assistance. This centralization should result in the availability of personnel in the Department of Housing for reassignment or termination.

2. Finding - The annual inventory of materials and supplies taken as of 3/31/70 reveals an LHA inventory of \$479,775.07 of which \$413,427.66 is at project sites and \$66,347.41 is in the central warehouse. This inventory of less than 15% of total at central warehouse does not warrant the expense of space, equipment and personnel involved in the operation. According to the memorandum of 1/12/71 from Mr. Zimetbaum, Director of Purchases, to Mr. Al Ambrose, Director of Finance, there were eight employees involved in the Central Maintenance Materials Stores and Delivery Section.

Recommendation - The central warehouse should be closed and the 15% inventory should be disbursed to the projects. The payroll for the central warehouse is \$59,525.

3. Finding - The LHA is receiving approximately 12,000 requisitions a year, which generate approximately 8,000 purchase documents.

Recommendation - There is a need for a planned procurement policy that will permit accumulation of requisitions for like items once a month. For example, issue a policy statement to all projects that requisitions for electrical supplies should be in by the first of the month, plumbing items by the (say) 8th of the month, and so on. This will release more staff time to assume the contract functions now being handled by Development and Maintenance Services. Improvement in more effective operations will result. Actual dollar savings are not identifiable.

4. Finding - There are a number of cases where there is an over supply of materials and supplies at individual projects. For instance, Project 2-13, a six-year supply of toilet tanks, five-year supply of kitchen fixtures, two-year supply of Welbilt range parts, etc.

Recommendation - A listing of oversupply items be immediately circulated to all projects and utilization of the oversupply should be made before any additional orders are placed for like items. Cost savings will result but can only be identified after inventory and projections.

5. Finding - There are 22 passenger-carrying vehicles and 12 trucks assigned to the LHA. (see Exhibit H)

Recommendation - A complete study should be made regarding the use of passenger-carrying vehicles with a view toward reducing the fleet through consolidation of use and payment of mileage for privately owned automobiles used on official LHA business. All LHA-owned vehicles should be identified as LHA property. It is estimated that savings in excess of \$50,000 per year may be realized.

6. Finding - Refrigerators in family units are generally of the 8-10 cubic foot variety and are too small. Both ranges and refrigerators are getting old and can be expected to add to future maintenance cost.

Recommendation - Purchase ranges and refrigerators through Modernization at costs not in excess of the full benefit of the Consolidated Supply Program. Estimated amount for Modernization \$1,000,000. Annual savings in operating funds \$10,000.

2. Increased utility costs due to rate increases and lack of tenant concern.
3. Efficiency of boiler plant operation should be upgraded.

Possible Solutions

1. Up-date all boiler plants by the modernization program and training of boiler plant operators.
2. Replace all broken windows with Lexan plastic or equipment.
3. Increase security force to prevent vandalism.
4. Increase yard lighting to prevent vandalism.
5. Control increase in utility costs by advising tenant associations on how to conserve use of utilities.
6. Fuel oil contracts should expire in April or May. Continue present fuel oil contract in this fuel emergency. Oil contracts should be made for three or five year periods.
7. The City of Newark Water Accounting Division should be asked to supply water services under municipal institution rate schedule.
8. Up-grade boiler plant operators by private schooling during the summer months.

SETH BOYDEN COURT (NJ 2-1)

Number of apartments: 530, comprised of 12 three-story buildings.

1. General Appearance - The general appearance of buildings and grounds was satisfactory and the yard lighting is very effective. However, it was noted that lawn areas have been denuded in many enclosed (fenced) areas.

Recommendation - Since groundskeeping is ineffective, consideration should be given to contract landscaping.

2. Structures - All doorways at entrances to stairways and building lobbies are in poor condition. Doors are mutilated and hardware shows extensive wear. The side glass lights at doors are continually being broken. Doors need painting.

Recommendation - Doors should be rebuilt to close glass side lights. Install new metal doors and hardware. Estimated cost: \$25,000.

Many lamps were broken inside hallways and outside at entrance.

Recommendation - Tamper resistant fixtures should be installed, operated by a photocell-controlled circuit on a continuous-operation basis. Estimated cost: \$20,000.

Many basement areas were cluttered and littered, forming a critical fire hazard.

Recommendation - A continuing clean-up program should be started as soon as possible. A centrally located, area gas-fired incinerator should be erected at Edward Scudder or Otto Kretchmer Homes to dispose of and incinerate all bulky refuse, so that the City will collect ashes and debris. Estimated cost: \$40,000.

3. Modernization Programs - Kitchens require new cabinets, sinks, refrigerators, ranges, electrical wiring and lighting. Estimated cost: \$42,000.

Bathrooms should be upgraded with showers in tubs, ceramic or porcelainized-steel tub surrounds on walls, new medicine and light fixture cabinets, chrome shower rods and grab bars. Estimated cost: \$150,000.

Dwellings have only two 15-amp circuits, and basement protection is only 25-amp capacity. A new distribution system should be installed to provide dwellings with four circuit-load centers, new wall outlets, new lights and switches, and new basement panels. Estimated cost: \$350,000.

4. Heating plant - The heating plant requires the replacement of No. 1a, 31-year-old Fitzgibbons boiler with a new oil burner. Estimated cost: \$50,000.

The old Todd oil burner on Boiler No. 3 should be replaced with a new air-oil gun type burner. Estimated cost: \$12,000.

A new steam-type shell and tube No. 6 fuel oil preheater should be installed to provide heated oil to burners, and remove from the Federal and Spencer boilers the sidearm below-water-level heaters now used. This will prevent possible oil leaks into boilers which cause damage. Estimated cost: \$8,500.

There are no zone controls on the heating system. The condensate piping underground is leaking, losing boiler water, which, if the low-water cutout should fail due to an accident, could again burn out boilers by low water with oil burners operating. This has happened before. The entire steam distribution supply and condensate return system, as well as new heating building supply zone valves, should be installed to upgrade the entire project heating system. Estimated cost: \$180,000.

5. Internal Boiler Water Treatment - The use of Butler Descalers for this service is not recommended, as it does not prevent the buildup of scale on water surfaces of boiler tubes. The U. S. Bureau of Mines does not recommend the use of such water treatment devices inside of heating boilers.

Recommendation - The Authority should revert to chemical treatment of all heating plant boilers and follow the service company instructions and practices recommended for each boiler being treated. Each boiler plant Senior Night Repairman should be trained by Authority office engineers and supervisors to make weekly pH tests, using litmus paper, to insure that steam boiler water is maintained at pH 10.5 to 11.5 while operating. Estimated cost: \$36,000 per year.

6. Incinerators - In order to comply with New Jersey State Air Pollution Law enacted July 15, 1970, all incinerators require upgrading, with the exception of those at Projects 2-21 and 2-22.

Recommendation - The Authority should install a trial turntable-type compactor only in a few high-rise buildings (e.g. Projects NJ 2-19, 10, 11, 12, 13, and 15). A similar but smaller compactor should be tried in a few three-story sites, such as NJ 2-9, 7, 8, 11. Estimated cost: \$80,000.

7. Maintenance Staffing - (to include Project 21-E and 21-F) In each of projects NJ 2-1, 21-E and 21-F there is a separate and distinct staff of maintenance personnel, independent of each other except for coverage of heating plants by the boiler room attendants on each one's days off. Each project also maintains separate stock rooms and maintenance records. This condition leads to duplication and inefficiency. Two Senior Maintenance Repairmen spending time in the stock room on maintenance records (supervision) is a waste of manpower at NJ 21-E and F. Individual watchmen at each elderly project and NJ 2-1 together with seven building maintenance workers and laborers at the two elderly projects for a five-day, eight-hour day week appears to be gross overstaffing.

Recommendation - The maintenance operations of NJ 2-1, 21E and 21-F should be combined, with one superintendent responsible for the 1,090 dwelling units, and for all stockroom ordering, records and supervision of all maintenance personnel. Watchmen and building maintenance personnel should be combined and assigned to cover all projects and to allow for changes in shifts as necessary, depending on work loads.

PENNINGTON COURT (NJ 2-2)

Number of apartments: 236, comprised of four 3-story walkup apartment buildings of masonry concrete construction with steel casement sash, flat builtup roofs, central heating plant and 32 incinerators.

1. General Appearance - Appearance was well above average. The grounds were neat and well maintained. However, there are no tot lot facilities for the benefit of the tenants' children.

Recommendation - At least two tot lots should be erected in front of structures on opposite sides of the existing central paved courtyard play area. Estimated cost: \$9,000.

2. Boiler Plant - Equipment was found to be in an operating condition and safety control devices were tested satisfactorily. However, several deficiencies were noted.

The vacuum tank receiver overflows.

Recommendation - Consideration should be given to increasing the size of the receiver, or to adjusting float valves to insure pump operation more frequently, so as to eliminate overflow, which causes excessive fuel oil consumption.

Safety valves on the domestic hot water generators should discharge to the floor, in order to eliminate a safety hazard to plant operating personnel.

The flue-gas temperature indicator on Boiler No. 2 is broken. The indicator on Boiler No. 1, while operating under No. 6 fuel firing, indicated 200 degrees F. This is too low.

Recommendation - These indicators should either be replaced or re-calibrated for accuracy. Under efficient fuel oil-burning practices, the uptake flue gas temperature should record approximately 400 degrees F. When temperatures above 475 degrees F are recorded, boiler tubes should be manually cleaned.

The fire extinguishers in the boiler room were last tested March 1968.

Recommendation - Fire Department certification of adequacy should be obtained for each extinguisher and each flask relabelled as of date of approval.

3. Modernization of Interiors - A modernization program for kitchens, bathrooms, dwelling lighting and electrical distribution system, storm water drainage from roofs, incinerators, vacuum pumps and steel window sash should be considered for repairing and/or upgrading these items.

Recommendation - Replace refrigerators, ranges, and provide new deck-type sinks. Estimated cost \$750,000.

The extermination contractor should more frequently service basement areas and crawl spaces in order to eliminate infestation by mice and roaches.

A city water meter in the basement of No. 182 South Street requires a new bonnet gasket to stop leaks.

The tenant in Apartment B, entrance 182 South Street, reported a wall leak in a corner of the bedroom, behind the radiator. A radiator thermostatic leak was found at the bushing in Apartment 2A, entrance Building 4.

Pullchain electric fixtures were broken in numerous dwellings.

Recommendation - More frequent dwelling unit inspections should be scheduled, especially in view of the fact that management has a new Senior Maintenance Repairman on the force. Deficiencies found should be earmarked for correction by the maintenance force with the least possible delay.

JAMES M. BAXTER TERRACE (NJ 2-5)

Number of apartments: 569, comprised of 21 three-story walkup buildings of masonry concrete construction with steel casement sash, aluminum sills, flat built-up roofs, central heating plant and 81 incinerators. One of the structures, at 57 Sussex Place, has been converted from residential occupancy to the central offices of the Newark Housing Authority staff.

1. Grounds - The general appearance was neat and above average, with the following exceptions:

Trees had many broken branches. Unless trimmed, these will convey rot to the heartwood and lead to the eventual loss of the trees affected.

Recommendation - Trimming and other tree maintenance should be done on a periodic basis by a responsible tree maintenance firm. Tree trunk guards should be installed.

Both chain link and tubular fencing needed some repairs.

Recommendation - These repairs should be accomplished by LHA maintenance crews.

2. Buildings - Deteriorating steel casement windows should be repaired progressively, as has been the current Authority practice, rather than considering complete replacement.

A Modernization Program to include upgrading of dwelling bathrooms, kitchens, lighting and electrical distribution, new 12-14 cubic-foot size refrigerators and new 20-30 inch wide gas ranges, new sinks and cabinets, new floor tiling, new heating boilers, controls and oil burners should be considered.
Estimated cost: \$850,000.

Public stair halls and spaces require repainting. Improved janitorial services should be provided for the stairwells, as tenant cooperation is shoddy in cleaning hallways.

3. Interiors - The plaster is crumbling on the wall around the bathtubs.

Recommendation - The LHA should begin a phased program to install a minimum of three courses of ceramic tile around the periphery of the bathtubs.

The metal hand railings in the stair towers need painting.

Recommendation - The LHA should shorten the time of the paint cycle for public spaces.

4. Boiler Room and Equipment - Leaks were observed on boiler cleanout caps at the bottom of water legs. No firebox leaks or tube leaks were observed. However, a program of boiler replacement should be considered in order to prevent possible, sudden failures of the 30-year-old LHA-maintained equipment.

Domestic hot water circulating pumps are in need of complete overhaul to insure continued operation.

Leaking boiler water feed pump flexible piping should be removed. Piping connected solid to pump discharge and flexible coupler should be relocated to discharge pipe manifold for both pumps.

New boilers should have dual low-water cut-out burner controls, and combination air/oil atomized gun-type burners.

Side arm fuel oil heaters should not be reused in designing new heating plant. A combination electric and steam No. 6 fuel oil heater should be provided. Scrubber type flue-gas washers should be designed into new plant equipment under any proposed modernization plan, in order to eliminate air pollution, which causes excessive soot infiltration of the buildings for the elderly opposite the plant. An engineering study should be made of the project buildings' steam supply from the central plant, to evaluate the economics of providing individual buildings with some controlled heating.

5. Maintenance Shop - The existing maintenance shop is small for the size and capacity requirements of the 16-man project maintenance staff. The foreman's office is located in - and a part of - this stockroom, with the result that the stockroom door (wire mesh) is open to all personnel. In addition, maintenance records (work orders) and bench grinder and fixed tools or equipment are located in this room, which should be kept lock to unauthorized personnel at all times.

Recommendation - It is recommended that all fixed tools (bench grinder, vise, etc.) should be relocated to the work room outside of the stock room. The foreman's office should be partitioned off from the stock room with an entrance thereto from the general work room, thus making the foreman available to all maintenance personnel, without entering the stock room.

6. Dwelling Unit Inspections - Dwelling unit inspections of all apartments were made during 2/70 and 3/70. Many deficiencies found at that time still have not had repairs completed. This condition can only raise tenant unrest and resentment toward the Authority.

If a dwelling unit inspection is to be meaningful and effective, it is imperative that repairs found necessary be completed without any delay. This prevents existing small deficiencies from reaching major proportions when repaired promptly and leaves a more pleasing image in the minds of the tenants regarding the Authority.

Either the project should be given added personnel to help clear up the inspection backlog, or the inspections should be scheduled and made over a full ten-month period so that as deficiencies are uncovered, they can be programmed into the regular project maintenance routine.

STEPHEN CRANE VILLAGE (NJ 2-6)

Number of apartments: 354, comprised of 27 two-story buildings, plus one Administration/Community/Heating. XIOP: June 1941.

1. General Appearance - The grounds and buildings presented a good appearance to the general public.
2. Modernization Programs Proposed -

Dwelling units - Many tenants use shower attachments connected by rubber hose to the existing tub faucets. This results in recurring damage to plastered walls around bathtubs.

Recommendation - Rebuild the walls surrounding bathtubs with either ceramic tile or porcelanized, enamelled steel wall coverings, and provide shower curtain rods, towel racks, new medicine cabinets and lighting as part of modernization. Estimated cost: about \$124,000.

Kitchens - Existing open-legged kitchen sinks, open shelved wall cabinets, electric light and outlet facilities, refrigerators and ranges are all obsolete for modern living.

Recommendation - Kitchen modernization should be scheduled to include new wall and base cabinets, new ranges, refrigerators (perhaps off-white or colored type to blend with decor), new deck sinks and worktop tables, new lighting and electrical outlets, new inlaid linoleum over the present coverings and complete interior redecoration. Estimated cost: \$300,000.

Heating-dwelling units - The stairwells of the entrances to all end-of-building apartments are without radiation and are extremely cold.

Recommendation - Wall-mounted radiation should be installed and connected into the supply and return piping of the kitchens' existing radiation at these end-of-building stairwells. Estimated cost: \$6,000.

3. Heating Plant Modernization - Although the three No. 6 oil-fired, steel heating boilers, as well as the original Nash Engineering Company vacuum pumps, have been well maintained over the past 30 years, there will be required continued, costly repairs such as pump rebuilding, tube replacements, furnace refractories and brick settings, repairs and replacements, if these boilers and pumps are to continue in safe and efficient operating condition. Due to age, however, fatigue failures could be experienced at any time.

Recommendation - Complete equipment replacement should be programmed now to extend over the next 3-5 years. Estimated Cost: \$140,000.

4. Heat Distribution System Control - At present, there is no temperature control for the regulation of the heating system. Operation of boilers maintains a steam pressure range of from 4 to 7 psi for supply to the dwelling units. The original Illinois Continuous Flow-type of heating system control was abandoned many years ago as the control was out of manufacture and service was reportedly not available. The distribution system does not lend itself to individual or group buildings' weather temperature control without extensive alterations, both to the underground system and to the interior crawl-spaces piping system of buildings.

Recommendation - A system of control, somewhat like the original installation, should be installed, with one master outdoor temperature-regulated zone valve (such as the "Automated Devices Inc." control), with replacement of all the dwellings' radiation thermostatic traps, float and thermostatic supply-line traps, and with installation of new packless radiator control valves. Estimated cost: \$150,000.

5. Electrical Distribution System - At present, there are only two 20-ampere breaker circuits within each dwelling unit for lighting and power. These were designed to meet 1940 electrical code requirements. There is, therefore, insufficient electrical capacity within dwellings and the community building to provide for utilization of modern home appliances without continual power-source outages.

Recommendation - A complete electrical engineering study of the project distribution system should be considered for the purpose of obtaining recommendations and cost estimates for the programmed, new installation over a period of at least three years. Suggested maximum fee for consultant's study, recommendations, cost estimates and preparation of bidding documents with technical specifications and drawings should not exceed 6% of contract cost or \$20,000, as approved by the Housing Authority.

6. Supervision and Backlogs - Supervision, wherein backlogs of service requests are allowed to accumulate, cannot be considered adequate. As of 1/21/71, the following requests for service had not been honored:

Plumbing - approximately 15 jobs where tail pieces under fixtures were leaking, toilet bowls leaking, etc. - all dated from 9/70 to 11/70.

Floor covering - 7 jobs dated from 5/70 to 9/70 await linoleum.

Plastering - 13 jobs from 7/70 to 12/70 await completion.

Heating - 2 preventive maintenance requests for adjustments, servicing, repair/replacement and overhaul of heating equipment dated 6/70 have never been touched.

Electrical - 1 request dated 2/5/70, which awaits delivery of material to repair an inoperative pump in the boiler room, has not been done as of this date - 1/21/71. Some 10 to 12 other jobs requesting circuit breakers, etc., are also incomplete.

Recommendation - Conditions such as those above should be brought to the attention of the manager and/or the responsible persons having jurisdiction for getting the work done. This condition should be closely supervised and should not be allowed to happen in the future. Tenant relations can be and will be improved only when requests for service are answered promptly and the work is completed efficiently.

JOHN W. HYATT COURT (NJ 2-7)

Number of apartments: 401, comprised of twelve 3-story buildings. EIOP: June 1942.

1. Grounds - General appearance was good.
2. Lighting - Illumination in public stairways and landings is very poor.

Recommendation - The number of lights should be doubled, using modern, guarded impact-resistant lighting fixtures. Estimated Cost: \$15,000.

3. Vestibules & Apartment Entrance Doors - Vestibule doors do not have night locks and need repairing. Apartment entrance doors are scarred and without peepholes. Stairways are dark, soiled and dingy.

Recommendation - Repaint vestibule doors and install night locks. Paint stairways, railings and steps. Refinish apartment entrance doors and install peepholes. Estimated cost: \$25,000.

4. Boiler Plant and Heating System Piping - This boiler plant has three National Radiator Corporation Inc. firetube, steel-type boilers installed. These boilers are over 28 years old, and have had mudlegs and firetubes replaced. All boiler plant equipment is of the original design and installation except that the present Todd rotary burners replaced the original Petro burners over 14 years ago. The Illinois sub-pressure controls have long been abandoned and boilers appear to be operating on pressure only with Nash vacuum duplex pump set in the boiler plant, developing no vacuum at all. Ellison draft gauges, pressure gauges, and temperature gauges are inoperative. Exterior brick settings on boilers show cracks at various places. Boiler and breeching asbestos coverings show cracks in many areas. Oil preheating capability is deficient with present steam preheater and old "Thermal Electric" electric oil preheater. The boiler plant needs a complete paint job.

Recommendation - This boiler plant should be completely refurbished with three new boilers, new air atomizing burners, new vacuum pumps, new system condensate pumps, new controls and wiring. The boiler plant and equipment should also be painted. Estimated cost: \$210,000.

5. Electric system - The present electric system within the project supplies all buildings from Buildings 1 and 4. The secondary is from overhead poles, 208 volts, located outside the project. Distribution within the project is underground. Apartments have two circuit breakers of no more than 15 amps each. Main apartment breakers in the basement are 20-25 amps. This supply to apartments is inadequate for present-day standards.

Recommendation - Upgrading of the electrical system must take place. Supply 35-40 amps to each apartment, including installation of an additional 10 or 15-amp branch circuit to each apartment, with additional appliance outlets in the kitchen and bedrooms. Estimated cost: \$361,500.

6. Backlog of Requests for Service - Records at the project reveal a large backlog of central maintenance work orders in several skilled-trade categories. Some requests are seven, eight and nine months old, as indicated below:

Floor tile - 10 work orders dating from 10/69.

Plumbing - 30 to 35 requests with no confirmation of receipt from Central Maintenance (pink copy), dating from 9/70 through 1/71. Work involves leaking flush ells, ballcocks on toilets, tail pieces under fixtures, and seats in faucets.

Plaster - 30 to 40 requests dating from 6/70 through 1/21/71.

Recommendation - Conditions such as those above should be brought to the attention of the manager and/or the responsible persons having jurisdiction for getting the work done. This condition should be closely supervised and should not be allowed to happen in the future. To improve tenant relations, it is imperative that the present backlog be cleared up without further delay.

FELIX FULD COURT (NJ 2-8)

Number of apartments: 300, comprised of eight 3-story buildings, plus one Administrative/Community building. EIOP: 1942.

1. Grounds - General appearance was fair to good. Buildings are well arranged, forming four corner courtyards. It was noted that several supplementary catch basins were plugged up and inoperative.

Recommendation - Open, rebuild and enlarge the receptors, with gratings of a more permeable type.

2. Lighting - Illumination in public stairways and at landings is very poor.

Recommendation - Double the number of lighting fixtures, using modern light fixtures with impact-proof guards. Estimated cost: \$9,000.

3. Community Room - (Approximately 40' x 40') The interior needs painting, shades and drapes and general refurbishing. Folding doors of the kitchen need to be replaced. Entrances need new light fixtures and doors.

Recommendation - Paint and refurbish, as indicated above, and install four-foot marlite wainscoting with trim. Estimated cost: \$6,000.

4. Stairwells and Basement Windows - About 15 % of the window lights in the stairwells are either broken or missing. Many of the basement windows are broken.

Recommendation - Replace broken and missing windows in stairwells and basements with Lexan. Estimated cost: \$1,000.

5. Vestibules and Apartment Entrance Doors - Vestibules do not have night locks and need refurbishing. Apartment entrance doors are scarred and are without peepholes. Stairways are dark, soiled and dingy.

Recommendation - Refurbish vestibule entrance doors and install night locks. Paint stairways, railings, and steps. Refinish apartment entrance doors and install peepholes. Estimated cost: \$20,000.

6. Boiler Plant and Heating System Piping - Nash engineering vacuum and condensate pumps at Building II are showing no vacuum.

Recommendation - Replace old vacuum pumps and condensate pumps with new equipment, including return piping and controls. Estimated cost for labor and materials: \$9,000.

7. Electric System - The present electric system within the project supplies all buildings from Buildings 3 and 5. The secondary is from overhead poles, 208 volts, located outside the project. Distribution within the project is underground. Apartments have two circuit breakers of no more than 15 amps each. Main apartment breakers in the basement are 20-25 amps. This supply to apartments is inadequate for present-day standards.

Recommendation - Upgrading of the electrical system must take place. Supplying 35-40 amps to each apartment, including installation of an additional 10 or 15-amp branch circuit to each apartment, with additional appliance outlets in the kitchen and bedrooms, would incur an estimated cost for the eight buildings of approximately \$270,000.

8. Supervision and Backlog - Supervision of the maintenance program is minimal, relative to insuring that central maintenance service requests are promptly completed. Records at the project indicate backlogs of work requests as follows:

Plumbing - 20 requests for repairing leaking ballcocks and tail pieces (pipe) under fixtures - some requests dating back to July 1970.

Plaster - 10 requests with dates of 2/70, 3/70, 4/70 and 8/70.

Recommendation - Scheduling, supervision and followup of all service requests are imperative if the backlog of work is to be reduced.

FRANKLIN D. ROOSEVELT HOMES (NJ 2-9)

Number of apartments: 275, comprised of 11 three-story buildings.

1. Grounds - General appearance was good. However, tree guards are inadequate. There is a large playground extending to the Passaic River.

Recommendation - The present tree guards should be replaced with approved guards, such as those recommended in HUD Guide 7481.1.

2. Structures - Brick work is popping out on exterior faces of several buildings in the area between tops of upper windows and the parapets. Also, mortar joints are cracked and/or missing. There are many spalls in the concrete foundation walls at basement windows.

Recommendation - Replace broken or missing bricks, chisel out and point up deteriorating joints, and patch spalled sections in concrete foundation walls. Estimated cost: \$50,000.

3. Windows - Wood window sash and frames have been neglected and are deteriorating.

Recommendation - Re-caulk, rehabilitate and repaint windows. Estimated cost: \$20,000.

4. Painting (interior) - Public stairways, railings, steps and ceilings are in need of paint to preserve them and to relieve drabness in the affected areas. Apartment entrance doors are grimy.

Recommendation - Paint, as indicated above. Estimated cost: \$5,000.

5. Painting (exterior) - Front entrance (vestibule) doors, cellar entrance doors and flanking pipe handrails, and steel window lintels are badly scarred, defaced and/or rusted.

Recommendation - Prepare and paint items, as indicated above. Estimated cost: \$5,000.

6. Lighting - Illumination in public stairways and at landings is very poor.

Recommendation - Double the number of lighting fixtures, using modern impact-resistant lamps and guards. Estimated cost: \$9,000.

7. Asphalt tile flooring - Stairway landings serving apartments on each floor currently consist of soiled and worn concrete.

Recommendation - To improve cleanability of landings, to enhance livability, to protect concrete surfaces and to encourage tenant cleaning, surface landings and lobbies with asphalt tile. Estimated cost: \$6,500.

8. Peeholes and Night Locks - Vestibule entrance doors do not have night locks or peepholes, thereby impairing tenants' security.

Recommendation - Install night locks and peepholes. Estimated cost: \$2,000.

9. Boiler plant and Heating system - This plant consists of three Pacific steel type fire tube boilers. In the past 28 years of service, the boilers have had mudleg and firetube replacements. Exterior brick settings show 1/8" wide cracks. Most secondary air dampers and linkages to burner modutrols are in poor condition and are in need of replacement at this time. Interior boiler furnace chambers and checkerboards, even though kept up under service contract, eventually will need complete replacement. Frederick boiler fuel pumps (2) are in poor condition and parts are difficult to obtain. Auxiliary water feed unit, gauge glass and condensate tank have seen better days. The Wash-Jennings vacuum and pump duplex set and condensate tank are beyond their point of good operation, and the pumps produce no vacuum.

Recommendation - This boiler plant should be completely refurbished with three new boilers, complete with new air atomizing burners, control panels and new vacuum and condensate duplex pump set, complete with reservoir and control switches. Estimated cost: \$185,000.

10. Electric system - Present electric system within the project supplies all buildings from Building 11. The secondary is from overhead poles, 208 volts, located exterior to the project. Distribution within the project is underground. Apartments have two circuit breakers of no more than 15 amps each. Main apartment breakers in the basement are 20-25 amps. This supply to apartments is inadequate for present-day standards.

Recommendation - Upgrading of the electrical must take place. Supply 35-40 amps to each apartment, including installation of an additional 10-15 amp branch circuit to each apartment, with additional appliance outlets in kitchen and bedrooms. Estimated cost: \$247,500.

11. Backlog of Central Maintenance Service Requests - There is a multitude of uncompleted work order requests which have been in the same status for several months. A typical example: Plumbing - 25-30 requests dating from 9/70, involving leaking ballcocks, faucets, faucet seats, etc. Although not in quantity, it was noted that several, apparently urgent, requests have not been completed:

Oil Burner - 11/15/70 fuel oil pumps leaking
Floor Covering - 1/16/70, kit floor
Heating - 12/16/70, 2 oil pumps leaking and 12/16/70,
repair fuel oil heater.

Recommendation More concentrated effort and improved supervision must be made if the backlog is to be reduced. Consideration should be given to the combination of all maintenance activities at Projects NJ 2-2, 2-7 and 2-9 under a single responsibility in order to achieve better efficiency, supervision and productivity. (see recommendation for Project NJ 2-5)

OTTO KRETCHMER HOMES (NJ 2-10)

Number of apartments: 730, comprised of five 8-story and two 3-story buildings. EIOP: December 1953.

1. Grounds - General appearance was satisfactory.
2. Buildings - Main entrances have been poorly maintained and present a drab appearance. Lobby walls are badly defaced, lighting is deficient, and doors and ceiling need rehabilitation and/or painting.

Recommendation - Sandblast and paint architectural masonry details and concrete canopies at entrances in attractive exterior colors. Estimated cost: \$3,000.

Clean lobby walls, floors and ceilings throughout the project.

Add additional vandal-proof lighting in lobbies. Estimated cost: \$2,500

Rehabilitate vestibule entrance doors and replace broken glass in transoms. Estimated cost: \$2,000.

3. Hallways and Stairwells - These are dirty, smoke stained and covered with writing. Doors need paint.

Recommendation - Reset and reseal incinerator door frames. Install vandal-proof light fixtures. Clean floors and walls. Paint ceilings and re-finish apartment entrance doors. Estimated cost: \$25,000

4. Head Houses - Most of the glass in windows of the head houses is missing or broken. Access door closers are missing. Incinerator settlement chamber doors are rusted out.

Recommendation - Replace windows in head houses with heavy-duty louvers in brick masonry or glass block panels. Restore all doors to operating condition, caulk openings and paint, as required. Estimated cost: \$10,000.

5. Elevators - Ceiling fixtures are smashed and many hatches are missing. The walls are badly defaced and marred. The asphalt tile floor is rotted and curling from abuse (urine, etc.). Interlocks on shaft swing doors operate poorly (stick) and parts of the control panel are missing.

Recommendation - Clean up and completely overhaul cabs, as recommended by the manufacturer. Study the possibility of improved shaft doors to eliminate or reduce damage from vandalism.

6. Basements - Basements are littered with debris. Windows and steel sash are twisted and/or broken and wire glass lights are shattered or missing in a majority of the basement windows.

Recommendation - Clean up and maintain basement areas on a weekly schedule or as required. Brick up window openings. Estimated cost: \$10,000.

7. Roofs - Many ventilation shaft caps are missing, exposing motors and wiring.

Recommendation - Remove all motors and electric wiring at the tops of ventilation shafts. Protect shaft openings with vented hoods. Estimated cost: \$2,500.

8. Boiler Plant and System Piping - Asbestos covering at front face of the Fitzgibbons fire tube boiler is missing, as well as at both sides of boilers No. 3 and 4.

Recommendation - Asbestos covering should be applied to each of the boilers noted above to conserve heat into the boiler room. Estimated cost: \$500.

Panel board with draft gauges, stack temperature gauges, robot eye smoke indicator and oil tank liquidometers are inoperative and beyond repair.

Recommendation - A new panel board, complete with new gauges and related sensors should be installed to each boiler. Estimated cost: \$1,600.

50% of the Skidmore duplex vacuum pump sets were found to be showing low vacuum or no vacuum at all, under dead-end test.

Recommendation - Overhaul those pumps to restore vacuum to the heating system. Estimated cost: \$800.

Return system condensate at buildings' pumps and receivers and boiler plant main condensate tank shows high temperatures condensate of 180-200 degrees F. This is indicative of steam blowing through steam traps.

Recommendation - Replace all basement and boiler plant thermostatic traps of 1" and 1 1/2" size with new float and thermostatic type steam traps. Estimated cost: \$4,200.

Return 2" diameter piping around Skidmore duplex vacuum and condensate pumps are showing signs of rust and deterioration.

Recommendation - The return piping around the pump sets of the seven buildings should be re-piped with new lines and check valves. Estimated cost: \$1,400.

The return line circulating pump at Building 5's domestic hot water tank return-water piping is missing.

Recommendation - A new return line should be installed. Estimated cost: \$100.

9. Supervision - Backlog of Service Requests - There were many Central Maintenance Service Requests in various trade categories which were found uncompleted as follows:

Plumbing - requests date from 8/70.

Masons - requests date from 6/70.

Floor tile - requests date from 1969, however most are 1970.

Electrical - requests date from 9/70.

Many, or most, of these requests indicate that material is on hand for the work required to be done.

It appears that increased supervision by the various mechanics' foremen is required if scheduling is to be maintained to reduce the current backlog. It is also incumbent upon the Authority central office area maintenance supervisors to see that an increased schedule of productivity is initiated and followed up.

ARCHBISHOP THOMAS J. WALSH HOMES (NJ 2-11)

Number of apartments: 630, comprised of nine 8-story and three 3-story buildings, plus one administrative office/community/central heating plant.
RIOP: September 1953.

1. Grounds - General appearance was fair. Deficiencies noted are listed below:

Although parking areas (covered with snow) appeared to be in a satisfactory condition. The large area to the rear, between Buildings 4 and 6, was completely deserted when inspected, yet a number of cars were illegally parked at various points nearer to buildings.

Recommendation - Additional emphasis should be placed on using the parking areas and keeping off lawns, no-parking zones, etc.

Fences, both 4' chainlink and low post-and-chain, were in fair to poor condition.

Recommendation - These fences should be repaired.

Some benches throughout the project were broken - both concrete ends and timber stringers were broken or missing.

Recommendation - These benches should be repaired or replaced.

2. Structures - Nine high-rise building roofdecks are in poor condition, with exposed felts, broken flashings, spongy saturated insulation under decks in many areas, and seams of felts on builtup surfaces have raised.

Recommendation - All roofs should be recovered, damaged insulation and flashings replaced. Estimated cost: \$100,000.

Roof access door of penthouse stairway cannot be closed due to faulty hinge. Janitorial work in corridors is below standard and should be taken care of by management (presently a tenant responsibility). Stairhall maintenance requires closer management supervision to improve housekeeping. Corridor ventilation openings need cleaning more frequently.

Recommendation - Janitorial care and supervision needs to be upgraded.

3. Tenant Security - Dwelling windows on ground-floor units are frequently broken in burglary attempts in high-rise structures.

Recommendation - Security stainless steel expanded wire screens should be installed in first-floor dwelling unit sash. Estimated cost: \$1,000.

4. Modernization of Dwellings - Bathrooms and Kitchens need modernizing.

Recommendation - Bathrooms should be modernized with showers in tubs, tub liners where needed (rather than replace entire unit), shower rods, grab bars. Estimated cost: \$12,600.

Kitchens should have new cabinets, sinks, refrigerators and ranges. Estimated cost: \$28,000.

5. Extermination - Infestation control is reportedly administered on tenant request.

Recommendation - This should be upgraded to schedule a semi-annual project-wide building extermination program, and an "on call by management" rather than by tenant to take care of spot extermination requests.

6. Boilers - The brick setting of Pacific boiler No. 4 is cracked, and repairs are required in the furnace refractories.

Recommendation - Boiler brickwork should be completed in July and August 1971. Estimated cost: \$5,300.

7. Boiler Room Domestic Hot Water Tank - The Community Building domestic hot water generator tank is located 28 feet above the boiler room floor, making maintenance tank cleaning extremely hazardous. Therefore, it is neglected.

Recommendation - The tank should be lowered and piped to a position closer to the floor, in order to facilitate maintenance. Estimated cost: \$3,000.

8. Backlog of Service Requests - The backlog of central maintenance requests for service over and above the capabilities of the project staff is amplified at this property by the length of time and quantity of such requests which are uncompleted. For example:

Plastering - hundreds of requests dated from 7/70 through 12/70.
Floor Covering - hundreds of requests, the oldest of which dates to 1969.

Recommendation - Scheduling of work and supervision of personnel and follow through on completion of work requires concentration of effort if the backlog is to be eliminated.

REVEREND WILLIAM P. HAYES HOMES (NJ 2-12)

Number of apartments: 1,458, comprised of ten 12-story buildings.
EIOP: October 1954.

1. General Appearance - General appearance was fair to good.
2. Building Exterior at Entrance & Lobbies - Building exteriors at main entrances have been poorly maintained and present a very drab appearance. Lobby walls are badly defaced, lighting is deficient, glass over vestibule doors is broken or missing, doors and ceilings need rehabilitation and/or refinishing, concrete steps are heavily soiled and asphalt tile floors are worn.

Recommendation - Sandblast and paint architectural masonry details and concrete and canopy at entrances in attractive exterior colors. Estimated cost: \$6,000.

Clean lobby walls, floors and ceilings throughout the project. (See general estimate for initial custodial work under contract at this and other projects where this is a problem.)

Add additional vandal-proof lighting in lobbies. Estimated cost: \$5,000.

Rehabilitate vestibule entrance doors and replace broken glass in transoms. Estimated cost: \$4,000.

Paint concrete lobby stairway and railings and retile the lobby floor. Estimated cost: \$2,000.

3. Elevators - In the two buildings inspected, only two elevators out of four were operative. In Building 5 the hinged shaft door on the 11th floor had been torn off its hinges and was lying on the floor.

Recommendation - The Housing Authority should work with the manufacturer to make elevators less likely to become inoperative due to vandalism. Elevators also need cleaning, painting and should be equipped with vandal-proof light fixtures. Estimated cost for lights: \$2,000.

4. Hallways - Hallways are generally dark, dingy and poorly lighted. Walls are smoke smudged and marked up.

Recommendation - Resecure and seal incinerator loading-chute door frames. Clean hallway walls, as covered in general recommendations for other projects in separate reports. Vandal-proof light fixtures should be installed in all hallways, stairwells and lobby areas. Estimated cost: \$100,000.

5. Head Houses - Most of the glass in windows of head houses is missing or broken. Access-door closers are missing and incinerator settlement-chamber doors are rusted out.

Recommendation - Replace windows in head houses with louvred brick, glass block, or panels. Restore to operating condition all doors, caulk openings as required and paint. Estimated cost: \$20,000.

6. Boiler Plant and System Heating Piping - One of the Ketchum boiler feed pumps was out for repairs. It was indicated by the steamfitter that it was out of operation for three weeks prior to this inspection (1/20/71).

Recommendation - It would appear that the LHA system of obtaining materials and scheduling labor to implement the pump repair requires upgrading to shorten the repair time.

Skidmore duplex vacuum pump set in the boiler plant shows no vacuum.

Recommendation - This pump should be rebuilt and float and control switches should be replaced. It is also estimated that half of the other buildings' vacuum pumps need repair. Estimated material cost: \$1,800.

The condensate return temperatures at reservoirs of vacuum pumps and at boiler plants main condensate tanks are at 170-175 degrees F. This is indicative of steam traps blowing through.

Recommendation - It is recommended that 1" to 1½" thermostatic traps be completely replaced with float and thermostatic-type traps. It is estimated that a total of 60 would be required for all the buildings and boiler plant. Estimate of material cost: \$2,400.

The domestic hot water tank in the boiler plant was found to be operating very noisily.

Recommendation - Replace bearings on the return-line circulator on this pump.

Return condensate piping - 1½" to 2" diameter - around vacuum and pump sets at each building are showing signs of rust and deterioration.

Recommendation - Replace rusted piping and steam traps. Estimated material cost: \$2,000.

Boiler water treatment is of the cathodic (anode) protection type. LHA specifications call for the contractor to maintain PH level in the boiler at 8.5 to 11. Quarterly reports of samples taken from the boilers are submitted to the LHA.

Recommendation - The LHA should be stronger on analyzing the reports and following up with water treatment outfit as to effectiveness of the treatment and the extent of repairing.

7. Supervision - Supervision of the maintenance program appears to be lacking in aggressiveness and initiative in scheduling and follow-up to insure that work is accomplished. There is a backlog of maintenance work that has been undone for months and months without any attempt being made at the project or central maintenance level to get the backlog of work completed.

Project records reveal that, in addition to project service requests, there are literally hundreds of requests for replacement of floor covering (tile) dating from 1/70 still uncompleted. Plumbing requests for service on leaking tail pieces (pipe) under fixtures, and stopped toilets and sinks are simple jobs which, under some type of mutual agreement, are reserved for plumbers only and cannot be handled by most repairmen at the project. Even requests for plumbing service labeled "EMERGENCY" dating from 10/20/70 through 1/19/71 were found not attended to.

Recommendation - We strongly urge a thorough shake-up of maintenance personnel serving this project and project NJ 2-18. Schedules of 6:30 a.m. to 7:00 p.m. serving this particular area should be brought in line with those of other projects on an Authority-wide uniform level, also.

CHRISTOPHER COLUMBUS HOMES (NJ 2-13)

Number of Apartments: 1556, comprised of eight 12-story buildings plus a General Administrative/Community/Central Heating Plant/Maintenance building. EIOP: September 1956.

1. Grounds - Many dog droppings were noted on grounds and roof decks; broken glass and miscellaneous refuse and debris was on pavements and grounds. Tree guards are of poor quality. Scattered shrubs are dead and broken. Some soil erosion was noted near buildings. Pavements in parking areas west of Building 4 and facing Sheffield Drive are pocked with potholes. Some sidewalks have heaved. Some copings of pierced concrete block planter boxes are broken. The tree in a planter box at Building 5 is dead, as is a plane tree near High Street.

Recommendation - The tenants should be informed of LHA policy against having dogs in low-rent housing occupancy.

The dead trees, defective tree guards and defective shrubbery should be replaced. Compacted earth in shrub areas should be recultivated so that good growth can be established. Eroded soil at foundations should be replaced and drainage corrected.

Broken pavements and planter-box blocks and copings should be repaired, replacing pierced concrete block with more permanent materials. Raised and broken walks should be replaced to prevent tripping hazards - by pruning tree roots if that is the cause (by a responsible arborist).

2. Sitting yard benches - Wooden slats of sitting benches with concrete supports have deteriorated.

Recommendation - New stringers of seasoned oak, jarrah, or other tough material should be installed.

3. Roof coverings and penthouse windows - Flat roof cover has been vandalized on numerous roofs - a result of persons walking dogs. This has also caused wanton destruction of deck surfaces. Water infiltration is evident from the sponginess of roof surfaces. Penthouse window glass is broken. Aluminum cover on bathroom exhaust fan motor #5 roof is missing. The elevator penthouse wire window guard is broken.

Recommendation - The building maintenance force should be required to inspect roof decks more frequently to insure that repairs necessary are scheduled for completion.

4. Reductions of Vacant Apartments - It was reported that there is recurring need for apartments to accomodate large families.

Recommendation - Consider creating access through adjoining vacant apartment partition walls to provide large dwellings having two bathrooms, at least five bedrooms and large dining (converted living room) space. This will provide no vacancy loss in many instances and provide larger than existing living spaces above ground floors.

5. Broken Glass - Many lower-floor windows have been broken, as well as those in the second-floor pre-school classroom in the Community Building.

Recommendation - A crash program for window replacement to restore comfort in occupied space during the peak of winter heating season, and to eliminate the accident hazard to small children, should be begun.

6. Exterior and Interior Painting - Dwellings need interior painting. Outside Kalmrein doors require painting and exterior galvanized steel sash gives a gloomy appearance to the building.

Recommendation - Consider painting programs, and follow a three-four year cycle for painting the interiors of dwellings. It is strongly recommended that a tenant-painting program be instituted to reduce maintenance costs.

7. Janitorial Services - Tenants are supposed to keep apartment entrance corridors and floors clean and the building force is responsible for public stairhalls.

Recommendation - Greater supervision of these services should be provided by project management.

8. Fire Prevention and Accident Hazards - Clutter inside certain dwellings is a potential cause of fire hazards.

Recommendation - Project management should distribute circulars periodically to all tenants to keep them alerted to fire hazards inside their homes. The local City Fire Department can be called upon to give assistance in preparing circulars, possibly.

9. Overheated Dwellings and Low-Temperature Hot Water - In lobby apartments, exposed steel piping contributes to the overheating of these apartments.

The temperature of water in the hot-water storage tanks was seen to be only 115 degrees.

Recommendation - All exposed steel piping should be insulated to reduce overheating.

Tank temperature should be raised to 130 degrees F.

10. Ranges and Refrigerators - Since "Coppertone" equipment was reportedly installed in project NJ 2-15 dwellings through a modernization program, the tenants at this project (NJ 2-13) report that they also want colored, larger refrigerators and ranges.

Recommendation - "Avocado" colored equipment should be provided where necessary.

11. Fuel Oil Storage Tanks - It is necessary to prevent possible tank leaks due to underground corrosion.

Recommendation -Cathodic proltution rectifier devices should be installed for all five 25,000 gallon fuel oil storage tanks and oil piping.

12. Fuel Oil Consumption - Excessive soot and fire scale deposits were in evidence on the fire side of water tube boilers. Due to the scarcity and increasing cost of No. 6 fuel oil, every effort should be made to minimize fuel oil consumption.

Recommendation - Consideration should be given to the use of some type of fireside chemical fuel oil treatment to minimize soot and fire scale deposits on boiler heating surfaces. 800 gallons per dwelling unit per year is considered the average amount of oil consumption. The LHA should strive to this average in heating this project.

13. Incinerators and Hall Hoppers - Numerous smoke-outs of hall corridors were noted, due to misfitted charging hoppers in the walls.

Recommendation - All hoppers should be repaired to close properly against smoke emissions.

14. Elevators - Eleven elevators in the buildings were found to be inoperative, and it was reported by maintenance management that equipment is practically impossible to maintain, due to progressive vandalism.

Recommendation - One elevator maintenance member and a helper should be assigned to this project to keep the equipment servicing properly.

A modernization program should be instituted to replace existing swing doors on elevators with modern sliding doors. Estimated cost: \$400,000.

15. Maintenance Backlog and Scheduling - Records indicated a host of incompletd service requests for repairs and/or replacements to be done both at the project and central maintenance level. Many of the repairs required (similar to those at Hayes Homes, NJ 2-12) are lying waiting for central maintenance mechanics to be completed. Many of these could be done by the maintenance repairmen with a minimum of additional training.

Recommendation - It is imperative that items of repair work that maintenance repairmen are required to perform be adjusted to include the following simple tasks: plumbing (faucet washers and seats, tail pipe leaks), carpentry (locks, floor tile), electrical (switches and receptacle shorts), heating (radiator valve and traps), electrical and gas range replacement parts.

Training programs should be expanded to include courses teaching the skills necessary to perform the tasks enumerated above if it is ever hoped to eliminate the backlog of work necessary to maintain the projects properly.

JOSEPH P. BRADLEY COURT (NJ 2-11)

Number of apartments: 301, comprised of ten low-rise buildings.
EIOP: September 1940.

1. Grounds - General appearance was satisfactory (grounds were snow-covered at the time the inspection was made).
2. Interiors - There was discarded debris in crawl spaces. Those inspected were very warm, and condensation was prevalent on the water pipes.

Recommendation - All crawl spaces should be inspected and all foreign material removed. Existing basement windows should be replaced with fixed aluminum louvers to provide more ventilation.

Metal hand railings in the stair towers need repainting. Some of the hallway ceilings were defaced with candle carbon smoke writings.

Recommendation - The Authority should shorten the time of the painting cycle for public spaces or improve janitorial services by more frequent cleaning.

Many apartments visited had oversize fuses in the electric fuse panels - up to 30 amperes.

Recommendation - A phased program of installing fusestats of the proper size should be initiated. The Authority should consider a modernization program for upgrading the electric distribution and dwelling wiring systems and lighting.

The Authority has provided 8-10 cubic-foot refrigerators to most tenants (who do not own their own).

Recommendation - Larger size (14 cubic-foot - two door) refrigerators should be provided, especially in the two and three-bedroom size units.

3. Heating Plant and System - Although the boilers appear to be well maintained, they are now 31 years old, and some day they may suddenly fail due to structural overstress. As a result, the need for preventive maintenance should be considered.

Recommendation - The Authority should consider a program of heating plant modernization to replace old boilers with new ones and to provide new distribution system heating controls for the buildings. An engineering study should be made beforehand to develop the estimate of cost for this extensive modernization program. Estimated cost: \$175,000.

4. Modernization Program for Dwellings - Consideration should be given to providing showers in bathtubs and upgrading kitchen facilities through modernization. Estimated cost: \$300,000.

STELLA WRIGHT HOMES (NJ 2-15)

Number of apartments: 1206, comprised of seven 12-story buildings.

1. Grounds - Sheet and gully erosion were prevalent throughout the project due to steep lateral slope from west to east, coupled with inadequate drainage facilities in the original design.

Recommendation - A systematic, professional drainage plan should be undertaken by a competent firm of landscape architects/engineers. During the course of this redesign, the effectiveness, use and optimum location of all areas, flights of steps, planting beds, walls, etc., should be reappraised and revised if appropriate, incorporating catch basins, drip inlets, walls, paving and other features required to make a permanent and easily maintainable drainage system. When approved and funded, the work should be let to contract. Estimated cost for budgetary purposes: \$200,000 plus design fees.

Some lawn areas west of the buildings (such as Building 3) have been completely destroyed either by neglect, uncontrolled foot traffic or both.

Recommendation - The areas should be paved, incorporating occasional trees (sketch designs were furnished in August 1969, copies available on request).

Some trees have been equipped with a simple-type of expanded metal guard, some 9" in diameter and 5' high. This type of guard, noted also in other projects, is extremely poor, in many instances causing more harm than good. Supporting stakes are so flimsy that the guard sways with the tree instead of supporting it. This produces chafing of the bark at the top of the guard, resulting in enlarged callus galls. In extreme cases, the chafing could cut through to the cambium, girdling and killing the tree. Moreover, the guard is of such narrow diameter that it tends to fill up with debris, (paving stones, beer cans, etc.) which not only are unsightly and rodent-attractive, but actually tend to bind the growth of the trunk. A far better design is suggested in the recently published HUD Guide 7481.1, "Growth Maintenance and Improvement."

Recommendation - The use of the inferior type of tree guard should be discontinued and all such guards (especially those collecting debris and chafing the bark) removed. The type suggested (or similar) should be used for replacement and new work. Estimated cost: \$75 per unit installed.

2. Buildings - Exterior appearance is poor, based on conditions of grounds and the number of broken windows in public areas, such as stairwells. Interior appearance is also poor, based on the amount of litter in hallways, basements, and public areas; on severe wear condition of tile in hallways; on dirt, soot and grime found on public walls; and on the ratio of need for apartment painting with the sample inspected. Based on these findings, routine maintenance is inadequate as to janitorial services, as is maintenance for which the project manager has a responsibility to request. Excessive litter was also found in boiler rooms.

Recommendation - All windows should be removed from front and rear stairways and replaced with decorative curtain wall panels. This is scheduled to be accomplished in the present modernization program.

Basements should be cleaned and the windows closed by bricking

Repair loading chute doors and frames so incinerators will not smoke up hallways. Vandal proof light fixtures should be installed in all hallways, stairwells and lobby areas. The level of janitorial care must be upgraded.

3. Elevators - In the building inspected, one elevator was inoperative. The other elevator became inoperative while riding in it, due to a broken door hinge.

Recommendation - The Housing Authority should work with elevator manufacturers to make elevators less likely to become inoperative due to vandalism. Elevators also need cleaning, painting, and should be equipped with vandal-proof light fixtures.

4. Heating Plant - The failure and burn-up of Boiler #1 was due to insufficient return water. While repair work was proceeding, return water also failed on the emergency boiler.

Recommendation - An additional condensate tank should be installed.

5. Supervision - Seven to eight men of the maintenance staff appeared to be unproductive, in the various areas of the maintenance department.

Considering the amount of backlog of uncompleted work orders that were found in the maintenance department, it could be assumed that this was a normal condition and that closer supervision of work assignments and personnel is needed to increase productivity.

Several central office work orders for plumbing marked "EMERGENCY" dating from 12/29/70, 1/5/71, 1/9/71 and 1/11-12/71 were uncompleted as of 1/13/71, although the need had been reaffirmed in a call to the central maintenance office.

Recommendation - It would appear that any central maintenance work order marked "EMERGENCY" should be completed within a one-day period (24 hours) of its issuance. It should be the responsibility of the foreman for the particular craft involved to see that the necessary craft mechanic is dispatched to the project within that time period.

Conditions such as those above should be brought to the attention of the manager and/or the persons responsible for getting the work done. This condition should be closely supervised and should not be allowed to happen in the future.

STEPHEN CRANE VILLAGE - Elderly No. 1 (NJ 2-16)

Number of apartments: 198, comprised of two 12-story buildings.
ETOP: December 1962.

1. Grounds - The buildings and grounds were found to be satisfactorily maintained, with the exception of the deficiencies noted below.

Major branches were broken in a large willow tree. Expanded metal-type tree guards are chafing bark of other trees and are doing a generally unsatisfactory job. Some low post-and-chain fences have been damaged by vehicular traffic.

Recommendation - Remove the willow and replace it with a better type tree, such as oak, sycamore, hard maple, etc. Replace expanded metal-type tree guards with triangular type, as recommended in HUD Guide 7481.1. Offset post-and-chain fences away from traffic-ways and replace.

2. Dwelling Heating Convector - Accumulations of dirt and lint on discharge (room) side of heating fin tube convectors restrict heat output into dwellings. Some elderly tenants complained of cold, drafty dwellings.

Recommendation - Building maintenance repairmen should remove all face plates of convector enclosures and vacuum clean and brush out (blow out when required) all dirt. This will increase heat input and permit fuel economies.

3. Incinerator stack-roof settling chambers - These chambers require more frequent cleaning to minimize particulate air pollution.

4. Staffing - Records of this small elderly project, adjacent to Stephen Crane (Project 2-6), fail to produce an adequate work load to justify the present, complete staff now allocated. It also appears that there is duplication in the maintenance of a separate stock room, supervisory personnel, records, etc.

Recommendation - Combine the maintenance operation of this project with nearby projects NJ 2-22C and 2-22D, with one person responsible for the units serviced. This would include stock rooms, material control, ordering, all maintenance personnel and supervision. This will afford better utilization of maintenance personnel, as needed, through the one complex.

OTTO E. KRECHMER HOMES - elderly annex (NJ 2-17)

Number of apartments: 198, comprised of two high-rise buildings.
EIOP: January 1962.

1. Grounds - Appearance was satisfactory.
2. Staffing - The present staffing at NJ 2-17, except for relief firemen and watchmen, operates independently from NJ 2-10 and 2-21A, which are directly adjacent to the project. Supervising personnel, store room and controls, maintenance personnel and records are all maintained separately. To continue doing so, in the face of existing records of work which do not support this type of an operation, is wasteful and promotes inefficiency.

Recommendation - The maintenance operation of these adjacent projects should be combined under one responsible maintenance control, as outlined previously for the new NJ 2-1 complex.

HAYES HOMES FOR THE ELDERLY (NJ 2-18)

Number of apartments: 98, comprised of one 12-story building, including an administrative office. KIOP: March 1962.

1. Grounds - Appearance was good and maintenance was fair to good.
2. Building - The condition was excellent.
3. Janitorial Care - Hallways, stairwells and lobbies were very clean. Janitorial care was excellent.
4. Boiler Plant - Skidmore vacuum and condensate pumps show no vacuum. Under dead-end test of the pumps, vacuum still did not pick up.

Recommendation - Replace pump seals, seals around the pump reservoir, and renew any defective check ports and piping check valves. Estimated cost of materials: \$250.

Condensate return water vacuum pump reservoir and main condensate tank show a temperature of 170-175 degrees F.

Recommendation - Replace twelve 1-1/4" steam traps utilizing floor and thermostatic-type traps. Replacements should be made using LHA labor. Estimated cost: \$500.

Recommendation - Record on a log sheet periodical operation of emergency generators. Testing of units should be accomplished once every two weeks. This recommendation applies to all LHA projects.

Stack temperature gauge located in breeching of Kenanee boiler No. 2 shows a high temperature of 600-625 degrees F. This indicates that boiler tubes require punching. LHA policy stipulates that boilers be punched every six weeks. However, the boilers should be punched when the boiler outlet breeching temperature goes beyond 500 degrees F, irrespective of the scheduled cycle.

Recommendation - In order for this to be put into effect, the LHA should instruct its boiler attendants to record these readings on the log sheets and note that boilers require punching. The project maintenance superintendent should then schedule this for cleaning and forward a report of completion to the records group, Director of Maintenance, at the central office of the LHA.

5. Staffing - This project is operating as part of NJ 2-12, Hayes Homes. The report on NJ 2-12 has comments on staffing.

EDWARD W. SCUDDER HOMES (NJ 2-19)

Number of apartments: 1680, comprised of eight buildings, 11 to 13 stories high. EIOP: 1963.

Grounds - General appearance was fair to poor, with defaced buildings, accumulations of trash, lawns in poor condition or nonexistent, trees broken or cut off near the surface of the ground - with the notable exception of the vicinity of Building 6 (elderly) which appeared very good.

Recommendation - A competent and reliable tree service company should be engaged to maintain and replace all trees, using the type of permanent tree guard recommended for Project 2015, on a year-in, year-out basis. Estimated cost: Initial cost for replacement - \$300 per unit. Maintenance per year - \$15 per tree.

Retaining walls are failing in the vicinity of Broome and Mercer Streets.

Recommendation - Failing retaining walls should be rebuilt with special attention to adequate drainage. Cost: \$50 per surface square foot.

High fences around large blocktop play areas are forbidding. The size of the unrelieved asphalt makes them all the more forbidding, and it is reported that they are little used.

Recommendation - Modulations of shade and surface treatment should be incorporated so as to relieve the austere, institution-like appearance of the two areas. Sketch plan of one suggested treatment was furnished - 10/6/63, and copies are available on request. Cost: may be incorporated into regular budget for maintenance and replacement, general maintenance. Or, if done as a project, estimated cost: \$50,000.

2. Stairways - Ceilings are defaced, floors and stairs are dirty, hardware is missing from some window guards and guards are badly bent or missing at about 40% of the landings. One-to-four lights are smashed or shattered in about 65% of steel sash windows inspected. Many fire hose cabinets are pushed in and twisted. All hoses, nozzles and valve handles are missing. All corridor entry doors, railings, stair risers and tread, landings and ceilings need painting.

Recommendation - Remove all windows and replace with decorative curtain wall panels as scheduled in the present modernization program.

Paint items indicated above. Estimated cost: \$22,000.

Remove damaged fire hose cabinets (potential hazard).

3. Hallways - Walls are defaced, ceilings are smoke smudged, a majority of light bulbs are missing and there are insufficient light fixtures. Entrance apartment doors need refinishing.

Recommendation - Same as for Project 2-12. Estimated cost: \$135,000.

4. Lobbies - Asphalt tile floors are badly worn in spots.

Recommendation - Replace an average of 100 sq. ft. per lobby. Total estimated cost: \$2,000.

5. Roofs - The flood coat over extensive composite roofing repair is still soft - the gravel is missing. Several sections of 5' chain length security fence are rusted. Copper gravel stops are missing.

Recommendation - Apply gravel cover over bare sections of roofs. Paint rusted sections of fencing. Replace gravel stops - aluminum sheet metal. Estimated cost: \$6,000.

6. Elevators - Ceiling light guards are damaged and interiors are badly scarred. Many are inoperative.

Recommendation - Refurbish cabs and put controls and doors in good vandal-proof operating condition, as recommended by the manufacturer. Estimated cost: \$60,000.

7. Head Houses - See Finding and Recommendation for Project 2-12. Estimated cost: \$10,000.

8. Community Room in Administration Building - (50'x60') The walls are badly soiled, there is no speaker system and no coat room or equivalent. The foyer is poorly illuminated and the rear wall of the stage is damaged.

Recommendation - Paint walls, clean dirty asphalt tile flooring regularly, install 4' tile or Marlite wainscot, repair rear wall of the stage, install drapes and/or shades at 4'x7' windows, improved modern lighting should be installed in the foyer, a speaker system should be furnished, and stage walls should be painted in decorative fashions. Install clothes racks and paint walls above wainscot, and improve stage lighting. Estimated cost: \$5,000.

9. Boiler Plant and System Heat Piping - Boiler Number 4 was found to be inoperative due to a wiring short. Boiler log showed this boiler to be down for over 2½ months. An electrician and burner repairman worked on the boiler periodically. This condition, of course, should not exist and only reflects the breakdown of communication from project level to central office staff and shows lack of follow-up by LHA supervisors. Upon this engineer's discussion with Mr. Morasco, Assistant Director of Maintenance, this boiler was finally back on the line a week later.

Most of the boilers on start up were showing puff backs of smoke. This probably was due to improper adjustment of the air-to-fuel ratio and the low temperature preheated #6 oil. Oil temperatures were showing at 110 degrees F and high pressures of 100 to 120. Again, the condition described reflects a need for the LHA to show and train boiler watchmen and other line people as to what good burner/boiler operation is. In this connection, stack temperature in a few of the boilers was up over 510 degrees F, again showing a need for boilers to be punched. Without proper attention to the boilers, inefficiency results with resultant higher operating costs.

The second low-water cut off of the back-up pump controller should be wired into the burner circuit. Each boiler requires this. The LHA can provide force account labor. Estimated labor cost for all six boilers: \$300

Rectify the 220V wiring for the magnetic oil valves at each boiler to 110V for greater safety of operation. This applies to all other projects!
boiler plants that have not so far been converted to the 110V circuitry.
Estimated labor cost: \$500.

Hydro tank pump at Building No. 5 is operating noisily, indicative of worn motor bearing. Second pump was found to be out for repair and appears to be out of service over two-three weeks.

It is recommended that every attempt be made by the LHA line people to get No. 1 pump back into operation and then repair No. 2 pump. Estimated cost for material: \$25.

10. Supervision of Maintenance Program - A backlog of maintenance service requested both at the project and on the central maintenance level is noted. Electrical plumbing and especially floor tile requests dating back several months were observed as being incomplete.

This condition indicates a lack of adequate follow-up, both as a project responsibility and central maintenance responsibility, to get the work done without weeks, months and in some instances a year of delay.

Recommendation - Conditions such as those above should be brought to the attention of the manager and/or the responsible persons having jurisdiction for getting the work done. This condition should be closely supervised and should not be allowed to happen in the future. Tenant relations can be and will be improved only when requests for service are answered promptly and the work is completed efficiently.

OTTO KRETCHMER HOMES FOR ELDERLY (NJ 2-21 A, E and F)

(A) 963 Frelinghuysen Avenue - 440 dwelling units, comprised of two 15-story buildings and two 9-story buildings. EICP: New.

(E) 27 Foster Street - 360 dwelling units, comprised of two 15-story buildings and one 9-story building.

(F) 200 dwelling units, comprised of one 15-story building and one 7-story building.

NJ 2-21A

1. Grounds - Young trees are without adequate tree guards. Pairs of stakes have been used. Some stakes are broken, inclined or absent.

Recommendation - The stakes should be removed and replaced by triangular type of tree guards, as suggested in HUD Guide 7LR1.1 or similar.
Estimated cost: \$75 per unit.

NJ 2-21 A, E and F

2. Buildings - An initial survey report by one of the maintenance engineers reveals deficiencies under structures, interior of apartments, boiler plant and service facilities. Most of the items of deficiency, which were found in February 2-6, 1970, were contractor responsibility and are to be corrected by the contractor. A number of the items appear small and insignificant in scope, while others are absolutely necessary for correction.

We understand that many of these items of deficiency have been attended to, but there are a number of items still to be corrected and the LHA has not signed off on these items and is holding back payments to the contractor for such items.

As a result of the above comments and also based on the initial survey report, This team decided that it would be of no value to inspect these fairly new elderly projects. The initial survey report is attached, with a copy of the letter that transmitted it to the Chairman of the Newark Housing Authority Board of Commissioners.

3. Maintenance Service Requests - While the backlog of maintenance service requests is not quantitative, the nature of several backlogged requests appears to be important enough to have been completed before now. Instances of such items are as follows:

Two electrical central maintenance requests dated 10/6 and 10/7/70 indicate burned out wiring in apartments. The pink (central maintenance) copies of the requests were not with the yellow (project file) copies, indicating that the electrical foreman had not picked up the pink copies at central maintenance and had not gone to the project to schedule the repairs with the electrician assigned to the area.

Two masonry central maintenance requests dated 6/70 and 10/70 indicate the need for caulking a balcony door and building up the area under a door saddle to prevent water leakage.

One plumbing central maintenance request dated 6/26 indicates a need to repair a hot water circulating pump.

To prevent recurrences of such instances as those mentioned above, it is incumbent, first, that the foreman or superintendent on the project follow up on these service requests and second, that the central maintenance supervisor periodically visit the projects, bring the records up to date and notify the area supervisor and/or Director of Maintenance of such delinquencies.



DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
CURTIS BUILDING, 6TH AND WALNUT STREETS
PHILADELPHIA, PENNSYLVANIA 19106

REGION II

4/15/70

IN REPLY REFER TO:

22M

Rev. Thomas J. Finnegan
Chairman, Housing Authority
of the City of Newark
57 Sussex Avenue
Newark, New Jersey 07103

Dear Rev. Finnegan:

The initial maintenance engineering survey for NJ 2-21 has recently been completed by a member of my staff.

Enclosed are copies of the report for you and a copy of this letter and the report for each of the Commissioners on your Board. Under separate cover we have forwarded similar material to the Executive Director.

Where recommendations for definite action are noted in this report, it is requested that the Executive Director inform us during the next thirty days what corrective measures have been completed or are contemplated for each item.

The information contained in this report will, we feel, aid you and your Commissioners to remain current on the condition of this development.

We wish to thank the staff members for the cooperation extended to our engineer during his visit with you. Should any questions arise concerning this report, please do not hesitate to let us know.

Sincerely,

Vincent A. Marino
Assistant Regional Administrator
for Housing Assistance

Enclosures

cc: Div. Prod. Div., HAA

REPORT OF ENGINEERING SURVEY

February 2-6, 1970

Housing Authority of the City of Newark

Otto Kretchmer Homes for Elderly, Newark, New Jersey

	Dwellings		Buildings		
Development	Total	Inspected	Total	Inspected	DOFA
NJ 2-21	1000	30	9	9	June 1969

Survey by: Arthur Jaffe, Maintenance Engineer

Authority Contacts: Joseph D. Sivoletta, Executive Director
George B. Rader, Asst. Executive Director

Other Facilities Inspected: Administrative Offices, Boiler Rooms, Maintenance Shops, Incinerator Rooms, Mechanical Rooms, Community Rooms Laundry Rooms, Electrical Rooms.

General Appearance:

The grounds and buildings present a pleasing appearance.

Grounds:

Flagstone walks have not been completed at "E" and "F" sites.

Some of the parking areas are ponding water; are poorly finished, uneven and potted and grade elevations were not properly accomplished.

Water is collecting at the main entrance to Building "A2". The drain is located on the high point of the patio.

Water is ponding between Buildings "A2" and "A3."

The concrete sidewalk is spalled and cracked between Buildings "A2 and "A3" and in front of Building "E5."

Black top area near Building "A2" storage room is retaining water due to the form boards not having been removed.

Installation of chain link fencing at the rear of Building "F9" was not completed.

Form boards have not been removed in various locations throughout the development's black topped areas.

The elevation of the concrete sidewalk at the rear of Building "F9" is above the bottom of the door. The concrete had to be chipped so that the door would open.

Concrete debris was left on the black top area behind Building "F9."

No drain was installed in the black top driveway at the rear of Building "E5."

The concrete sidewalk at the sitting area near Building "E7" has settled below the concrete sidewalk as much as 1 inch to $1\frac{1}{2}$ inches.

Some of the steel picket fencing is missing around the periphery of the development.

Post and chain fencing is not completed. Many of the concrete inserts have heaved and cracked. It appears that the 2 inch square posts were not embedded in concrete piers as per drawing SP4.

Metal hand railing at some of the ramped concrete steps have not been installed.

No fencing was provided at the end of driveway in back of Building "F9" to prevent cars from rolling over the slope into the street.

Some of the electric pole standards in the yards are set too high above the foundations.

The Authority should notify the architect of the above mentioned deficiencies and non-compliance so that he can make the necessary recommendations to the contractors for corrective action.

Structures:

After a rainstorm water ponds on some of the roofs.

Many of the exhaust fans located on the roofs are noisy, some have their hoods missing or not attached to the base, many are dented and some motors are not installed.

The galvanized window frames and the galvanized balcony railings are rusting.

Aluminum downspouts, splash blocks and roof drains are missing at some of the penthouses.

The exterior door installation is not satisfactory as per the following items.

- (a) Large openings exist between the bottom of the doors and thresholds at community rooms, stair tower and elevator penthouses and entrance lobby.
- (b) At some doors the thresholds were not installed.
- (c) Many balcony door locks do not operate satisfactorily. Tenants have been locked out.
- (d) Many of the Targent doorholders rub against the top of door frames.
- (e) There are a number of damaged locksets in the stair towers.

NJ 2-21

There are many problems with the windows throughout the development such as;

- (a) Loose frames.
- (b) Water seeping through the tops and sides.
- (c) Damaged sashes.
- (d) Hopper windows not opening fully.
- (e) Caulking is missing at many exterior frames.
- (f) Galvanized steel enclosure plates were omitted.
- (g) The bottoms and sides of many window panels at the 1st floor level are not flush against the concrete spandrel beams.

Some of the cement asbestos divider panels on the balconies are not properly secured and others are split.

Some of the chain link fencing on the roofs was omitted.

Excessive openings were noted in the concrete slabs around the fire system stand pipes at the stair towers.

The hand railing was not painted at Building "B5", second floor level.

The concrete balconies at the 5th and 6th floors of Building "F9" slopes toward the building, resulting in the congregate areas getting flooded during wet weather.

The Authority should notify the architect of the above mentioned deficiencies and omissions so that he can make the necessary recommendations to the contractors for corrective action.

Protective hand railing in front of the large windows of the 15-story buildings at the congregate areas are needed for tenant safety.

The Authority should institute and budget a phased program of installing protective hand railing so that the elderly tenants will not get injured if they accidentally fall against the glass.

Interiors:

The interiors of some of the apartments do not indicate good workmanship, such as

- (a) There are many cracks and openings in the walls of apartments.
- (b) Corner metal beads were not entirely covered with plaster and are rusting.
- (c) The masonry walls of the administration offices are badly cracked.
- (d) Doors on the wood wall cabinets are damaged.
- (e) The interior panels of the wood cabinets are not properly installed.
- (f) Plaster is splattered on the fronts of wall cabinets.
- (g) Drawers and knobs are missing in some of the community room kitchens.
- (h) Divider and serving counters in the community room kitchens were not completed.
- (i) There are many missing and cracked pieces of ceramic tile in the bathrooms.
- (j) White cement was not used for caulking around the tops of many bathtubs.

Many asphalt tiles are missing, some are poorly installed or damaged throughout the development.

There are missing, damaged or poorly installed portable cover plates on the return condensate trenches located at the ground floors of many buildings.

The heating lines and some valves are embedded in the apartment walls.

Caulking was omitted from the tops of many convector covers.

Many convectors were poorly installed.

Many bathrooms have exposed water closet bends at the ceilings. Also some kitchens have exposed stack bends above the wall cabinets. These items are unsightly and odorous.

At many buildings, on the next to last floors, water supply lines are hung from the corridor ceilings and enter the apartments also exposed at the ceilings.

At many places where work repairs have been accomplished, openings in the walls have not been enclosed.

There are many miscellaneous bathroom accessories either missing or broken.

Kitchen sinks and bathroom lavatory handles are white metal instead of brass as per specifications page 2-22, paragraph (a).

In many janitor closets escutcheon plates are missing from the drain bend in the ceiling.

The doors at the janitors and laundry rooms, incinerator chutes and stair towers should be stenciled as to their identity.

Some of the laundry rooms have electrical distribution panels with exposed switches. These panels should have a protective enclosure.

The tension is set too high on the apartment entrance door hinges, causing them to close too rapidly and slam against the door hinges.

Some of the flakeboard closet doors are damaged and continue to jump off the track.

Many of the vent grilles have not been installed in the various buildings.

There are openings in the walls and floors of the janitors and laundry rooms where the electrical distribution panels were installed.

The Authority should notify the architect of the above mentioned noncompliance and deficiencies so that he can make the necessary recommendations to the contractors for corrective action.

NJ 2-21

Electrical Distribution Lines:

The distribution panel located in Building "E6" main room has its back plate exposed in the public corridor.

The architect should be notified of the above deficiency so that he can inform the contractor to comply with the specifications.

Project-Operated Heating and Domestic Hot Water Plants:

There are many omissions and deficiencies in the boiler and mechanical rooms. A list of the most important items are as follows:

1. There are no guards and railings around the vacuum pump pits and no subway grating covers.
2. Boiler mud leg plugs have not been replaced with brass nipples and caps.
3. Oil leaks at preheaters and pumps.
4. Oil leaks at temperature gauges.
5. At some buildings the domestic hot water thermometers are not functioning.
6. When boilers are blown down, hot water passes through the blowdown tank and pours out of vent lines located at the outside of the buildings.
7. The cleaning of many mechanical equipment still has to be accomplished.
8. At the pit closets in some of the buildings there are no safety railings and grating covers. The doors to the corridors should be identified and a grille should be installed in the bottom of the door to reduce the build up of condensation.
9. Some boilers have oil pressure gauges missing.
10. Soot blowers are not operating properly, as evident by air leaks.
11. Insulation is cracked on most of the breeching.
12. Stack temperatures noted were very high, between 500°F to 650°F.
13. Condensate return pipe trench covers are missing in many areas, i.e. boiler rooms, mechanical rooms, lobbies, community rooms, etc.
14. Overflow piping at the soot blower compressed air tank at Site "E" is not piped to the floor drain, and existing piping is not painted.
15. The motors on the condensate pumps at Site "F" are defective.
16. Condensate from the domestic hot water generator steam coils is dripping.
17. Some of the thermometers recording domestic hot water temperatures have 5° graduations while others have 2° graduations.
18. The three inch diameter steel pipe in the domestic hot water tank is connected to the copper water supply line without an insulated fitting.
19. Some of the Magnitrol automatic boiler feed water valves are defective.

The above noted deficiencies, omissions and non-compliances should be reported to the architect for remedial action on the part of the contractors.

Service Facilities:

The maintenance shop at Building "F9" does not have a work bench.

The Authority should install a work bench.

6

Tenants have no means of discarding aerosol cans or bottles.

It is recommended that the Authority install small trash cans in all incinerator drop chute closets.

Many incinerator closet walls are discolored by smoke.

Many incinerator drop chutes and frames should be caulked and painted. They were not properly installed.

At Building "E4" on the second floor the door to the incinerator drop chute is sprung and is binding with the top of the door frame.

Fire door on the incinerator at Building "E5" is cracked.

Only one-half of the corridor fire extinguishers have been installed at Buildings "F8" and "F9."

The architect should be notified of the above mentioned deficiencies and omissions so that he can make the necessary recommendations to the contractors for corrective action.

General Comments:

1. No as-built drawings available.
2. All affidavits and certificates as called for in the specifications and letters of agreements between the architect and contractors should be forwarded to the Authority.

APPROVED: Thomas J. Wing
Thomas J. Wing, Chief
Operations Engineering Services
Branch

Arthur Jarfe
Arthur Jarfe
Maintenance Engineer

BRANCH REVIEW OF
MAINTENANCE ENGINEERING
SURVEY REPORTS

Date: 3-17-70

Received M.O.B. 4-17-70
Recorded 2-12-70

Reviewed by:

Ariamonoff
Dunstan
Jacobs
Schlew
Sedgewick

Jacobs
Filed

3-12-70
3-12-70

Property Survey of Newark Housing Authority Leased Housing

January 22, 1971

Properties viewed:

<u>Address</u>	<u>Est.#</u> <u>Units</u> <u>Per</u>	<u>Units</u> <u>Occ.</u> <u>by H.A.</u>	<u>Surveyed</u> <u>Unit (x)</u>	<u>Remarks</u>
110 Broad St. (North)		1	x	3-floor single family
640 Mt. Prospect St.		1		3-floor single family
161 Lincoln Avenue	20	9		like new
167 Lincoln Avenue	20	8		like new
87 Spruce St. (Cent.)	3	3	x	located amid abandoned multi's
299 Clinton Avenue	100	10		
16 Johnson Avenue	70	1		
118 Chancellor Ave.	100	5		mixed single/multi neighborhood
112 Hillside Ave.(S.)	20	3	x	commercial/industrial district

Summary - Of the 24 buildings, in which the Newark Housing Authority leases 77 dwelling units, nine were visited.

General appearance - All properties appeared to be assets to their respective neighborhoods (appearance was good to excellent), and the architecture was harmonious with that of the adjacent areas. All structures appeared to be sound.

Interiors - Of the units visited, all had adequate heat, were clean and adequately decorated, and utilities were operational and generally in good repair. However, several deficiencies were noted and are listed below.

Deficiencies - At 110 Broad Street, the large oven in the gas range was inoperative, and the kitchen window needs putty to prevent breakage and eliminate drafts.

At 87 Spruce Street, the thermostat in the third-floor unit controls heat for the building and could be the cause for inadequate heating for the first floor in mild temperatures. There was adequate heat for freezing temperatures at the time the survey was made. The tenant reports sink back-up with suds when other tenants operate washing machines. This has been reported to the City Inspector, who is to furnish a separate report and demand repair. The boiler for heat was recently repaired. The tenant reports that the Authority provided immediate response through the owner when notified of lack of heat. There was also immediate response by the Authority in installing an additional door lock upon notification of loss of the key through purse-snatching. Paint on the bathroom ceiling is peeling badly. The Authority has advised of intent to repair. Several minor cracks in kitchen walls were noted.

At 112 Hillside Avenue, the unit was generally well-maintained, considering its age. The tenant advised the housing authority of lack of heat, which was promptly corrected by the owner. There was no hot water for two days, but that has also been corrected by the owner.

Recommendations - The bathroom ceiling at 87 Spruce Street should be scraped and repaired - repainting as a temporary fix would probably be adequate for the balance of the two-year lease. Cracks in the kitchen walls are not serious, but are an irritant to the tenant. The housing authority should request the owner to fill the cracks and repaint. The sink back-up is serious and should be rectified immediately.

Key:

DR - 24 hour meter
 DRD - Day meter - 8 a.m. to 8 p.m.
 DRN - Night meter - 8 p.m. to 8 a.m.
 DRDN - Day and night meter

Electric check meter loops were installed in all projects except NJ-2-21 and NJ-2-22 (elderly housing) but check meters were never installed. More electricity is being used in all projects. This increase has been slight.

Recommendation. Do not install electric check meter loops in any new projects planned for the Newark Housing Authority. All project managers must make renewed efforts to have tenants conserve their usage of electricity.

Gas Service is supplied by the Public Service Electric and Gas Company under rate schedules GSG or LVG and is metered and billed as follows:

<u>Project No.</u>		<u>No. of Meters</u>	
Central Office	--- No Gas		---
NJ-2-1	Cooking	24	- combine readings
NJ-2-2	"	8	
NJ-2-5	"	43	- combine readings
NJ-2-6	"	4	
NJ-2-7	"	23	- combine readings
NJ-2-8	Cooking, Hot Water, Heat	16	- " "
NJ-2-9	Cooking	8	- " "
NJ-2-10	"	4	- " "
NJ-2-11	"	17	- " "
NJ-2-12	"	22	- " "
NJ-2-13	"	10	- " "
NJ-2-14	"	20	- " "
NJ-2-15	"	15	- " "
NJ-2-16	No Gas (Electrical Cooking)		
NJ-2-17	Cooking		Billed with Proj. NJ-2-10
NJ-2-18	"		" " " NJ-2-12
NJ-2-19	"		
NJ-2-21	"	15	
NJ-2-22	---(Electric Cooking)		---

Gas Rate Schedule - LVG (Large Volume Service)

\$102.50 for the first 500 therms or less in each month
 \$.10 per therm for the next 1,075 therms used in each month
 \$.09 per therm in excess of 1,575 therms used in each month
 \$1.08 for the first 2 therms or less used each month
 \$.219 per therm for the next 7 therms used in each month
 \$.189 " " " " " 241 " " " " "
 \$.180 " " " " " 250 " " " " "
 \$.159 " " " in excess of 500 therms used in each month

There is a raw materials adjustment charge of 1.02 cents per therm for all gas used. This charge has been increased as of November 13, 1970, to 2.2079 cents per therm for all gas used.

A Petition has been filed with the Board of Public Utility Commissioners for a general increase in gas service rates. The rate applicable to the Newark Housing Authority will be increased by approximately 2.16 percent.

The tenant use of gas has remained fairly consistent over the past three years.

The cost of low sulphur No. 6 fuel oil has increased from \$.0367 per gallon as of December 21, 1969, to \$.1356 as of January 5, 1970 (35% increase). Oil is supplied by Wellen Oil, Inc. This contract is dated November 19, 1969, and is still in effect. The contract contained a clause that the price of oil will not exceed a delivered price of \$2.44 per barrel (\$.95809 per gallon) for Projects NJ-2-1, 2-2, 2-22B, 2-6B, 2-7, 2-10B, 2-21A, 2-12E, and 2-14. This price applied to 2,390,000 gallons of low sulphur No. 6 fuel oil. A discount of \$12 per barrel was also allowed by the oil company over the Posted Bayonne Harbor Tank Car Reseller Base Price.

Recommendation. Oil contracts should be confirmed in May or June. Any contract for low sulphur oil should cover a period of 3 to 5 years if allowed by State Law and legal counsel. The expired fuel oil contract saved the Newark Housing Authority thousands of dollars in the past years.

Water and sanitary sewer services are provided by the City of Newark. Water rates were recently increased by 25 percent. The water schedule is listed below:

\$3.50	for the first 500 cu. ft. or less per quarter.
\$2.25	per 1,000 cu. ft. for the next 9,500 cu. ft. per quarter.
\$2.00	per " " " " " " " 90,000 " " " "
\$1.75	" " " " " " " "400,000 " " " "
\$1.50	" " " " " " " "500,000 " " " "

Meter readings for each project are combined under the above rate schedule.

Recommendation. The Housing Authority should ask the City of Newark Water Accounting Division if all projects can qualify for water rate furnished public institutions. All water used under this rate is billed at \$1.10 per 1,000 cu. ft.

Problem Areas

1. Excess fuel oil consumption due to broken windows and old boiler plants.

6. Vacuum Pumps - The equipment cannot be properly maintained, because it is located at the bottom of a deep pit in the pump room.

Recommendation - The pump should be relocated to room grade, if possible.

7. Boiler Water and Fireside Treatment - Excessive mud sediment was observed in the boiler water gauge glasses as a result of test blowdown to check low-water cutouts. Such a condition is conducive to precipitation and scale formation on boiler water tubes. Also sooting conditions on fireside heating surfaces of the boiler water tubes are responsible for excessive fuel oil consumption.

Recommendation - Consideration should be given to chemical boiler water and fuel oil treatment to prevent water and fireside scale buildup and consequent excessive soot conditions.

8. Access to Rear of Boilers 22C and D - Due to a design deficiency, there is absence of free access to the rear of boilers. This is an accident hazard.

Recommendation - Suitable access should be provided for emergency passage to the rear of boilers.

LYNDON BAINES JOHNSON SENIOR CITIZENS HOUSING(NJ 2-22C and D)

Number of apartments: 375, comprised of three buildings. EIOP: June 1968.
(Stephen Crane Village Elderly 800-900-920 Franklin Avenue and 789-801-815 North 6th Street).

1. Grounds and Appearance - Both projects present an excellent, well-maintained appearance to the public and each building is of similar-type and construction as NJ 2-22B, which has 250 dwelling units in two buildings.
2. Balconies - Puddling of storm water, reported by tenants, is overflowing into certain dwellings-on top floors, especially. Missing caulking at heads of window and door panels caused corroded floor base moulding in apartment 901 at 789 North 6th Street.

Double-hung aluminum windows do not close tightly, causing cold air infiltration the same as the balcony doors, which are not properly weather conditioned.

Recommendation - The above deficiencies should be corrected. Consideration should be given to installing weather stripping on the bottom of aluminum doors.

3. Wall cracks in dwellings - The movement of roof slab and exterior wall masonry due to expansion (thermal) has caused severe cracks on the inside faces of wire lath plastered walls, as seen in 907 789 North 6th Street dwelling.

Recommendation - Fill cracks with vinyl spackling compound and apply a contact wall covering to satisfy the tenant. (Note: movement will continue, and if simply spackled and repainted, there will be a recurring need to repeat the operation periodically).

4. Apartment Entrance Doors - Tenants complain of excessive drafts entering dwellings from below doors and around entrance doors loosely fitted into the door frames.

Recommendation - Retractable-type weather strips and adhesive-backed sponge neoprene weather strips should be tried on door buck jams in those doors which proved to be too loosely fitted into metal bucks.

5. Heating Radiation - Inadequate-size convactor is installed in top floor bedroom at the north end of the building at 789 North 6th Street.

Recommendation - The radiation surface should be increased about 15% to compensate for heat losses, causing a cold bedroom.